



Inviting and Convening Coalition Consultant (Coalition for a TB Free CA)

The Inviting and Convening Coalition Consultant will support the Coalition for a Tuberculosis (TB) Free California by expanding membership to advance coalition goals and strategies. The position is responsible for partner outreach and engagement. The position will report to the California TB Controllers Association (CTCA) Executive Administrator and Executive Committee.

This position description details the general expectations of the consultant.

Essential Functions:

Growing the Coalition Membership and Establishing Roles of Member Partners (60%)

- Develop, refine, and maintain systems to track the overall process of outreach activities.
- Develop materials to be used for initial coalition recruitment.
- Secure coalition members, from an initial list of partners identified by CTCA leadership, to share in the leadership of the coalition and in the commitment to increase latent TB infection (LTBI) testing and treating Californians at high risk for TB. Member leaders represent their organization's commitment, to eliminating the threat of TB in the communities they serve.
- Secure recommendations from new members and identify additional organizations/individuals for recruiting into the coalition.
- Report to the Executive Administrator and the Executive Committee on progress toward increasing membership.

Convening Coordination (30%)

- Assist in the coordination of coalition meetings, disseminating materials prior to meetings and communicating with coalition members during the duration of this coalition expansion effort.
- Work with the coalition member leaders to develop activities, timelines, and outcomes.
- Facilitate coalition meetings during your time as Inviting and Convening Coalition Consultant.
- Report monthly to the Executive Committee on progress toward goals and objectives.

Coalition Coordination (10%)

- Understand and articulate the vision and requirements of the coalition members.
- Track and evaluate the overall process to guide and continue the development and evolution of the expanding coalition membership.
- Maintain records on the work and decisions of the coalition.
- Perform general administrative duties related to achieving organizational goals.

Desired Experience, and Knowledge:

- Five years of event planning and/or project management experience required.
- Experience working on issues of organizational inclusion practices and racial equity in the nonprofit and/or philanthropic sector.
- Excellent organizational, project management, time management, communication (including writing) and campaign coordination skills.
- Strong interpersonal skills, with a desire and ability to work with diverse groups of people.
- A reputation for being thoughtful, insightful and dynamic, with the ability to adapt and iterate to changing or ambiguous circumstances.
- The ability to anticipate, appreciate, and reconcile diverse and complex perspectives.
- Technology expertise, encompassing Microsoft Office.

Candidate Competencies:

Interpersonal

- Adaptable: Ability to change course and support the successful completion of projects.
- Team Player: Ability to work in a collegial work environment.

Intellectual

- Detail-Oriented: Attention to detail throughout the entirety of a project.
- Problem Solver: A can-do attitude, problem-solving orientation, and a sense of resourcefulness.
- Organized: The ability to organize, prioritize, and manage complex, multidimensional projects and the commitment and ability to meet work goals in a timely manner.

Motivation

- Community-Oriented: Ability to relate effectively to people from diverse backgrounds and with a responsive, courteous customer service attitude.
- Enthusiastic: Positive attitude and ready to do what it takes to get the job done.
- Self-Motivated: Ability to work independently and exercise judgment in organizing work, establishing priorities, and meeting demanding project goals.

Job Specifics and Work Environment

This position is an hourly contract position, not intended to be full time. Compensation dependent on experience. The position is remote. The duration of the position is 6-9 months with a possibility of an extension.

How to Apply

Submit your resume with cover letter to admin@ctca.org with the following subject line: "Inviting and Convening Coalition Consultant– (Your Name)".